



ADJUNCT FACULTY MANUAL

**August 2013 Edition
Office of the Dean**

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I. INTRODUCTION

This manual provides information to assist you in your professional endeavors at Cleveland-Marshall. Please review this material carefully. Feel free to ask Dean's Office personnel or other persons mentioned in the manual for more information on any item. If you have questions about matters we do not cover, please ask. Every Fall we also update the STUDENT HANDBOOK, and it is available online at <https://www.law.csuohio.edu/currentstudents/resources/studenthandbook>. If you need hard copies, please ask Layla Davis (523-7308) for the STUDENT HANDBOOK and Rosa M. DelVecchio (687-2300) for the ADJUNCT FACULTY MANUAL.

II. A BRIEF HISTORY OF CLEVELAND-MARSHALL

Cleveland-Marshall College of Law, founded in 1897 as the Cleveland Law School, was the first law school in Ohio to admit women and one of the first to admit minorities. In 1946, the Cleveland Law School merged with the John Marshall School of Law, founded in 1916, to become the Cleveland-Marshall Law School. In 1969, the Law School joined Cleveland's new public university as its sixth college and was renamed the Cleveland-Marshall College of Law of Cleveland State University.

Because egalitarianism was a motivating principle of the law school's founders, the early school's student population was remarkable for its diversity. Many of the men and women who studied in the new law college were immigrants or the sons and daughters of immigrants; many were older students and minorities, and most worked during the day while studying law at night.

A number of the law school's earliest alumni and alumnae had notable careers, including the Honorable Genevieve Cline '21, the first woman in America appointed to a federal court; the Honorable Mary Grossman '12, the first woman in America elected to a municipal court bench; former Cleveland Mayor, the Honorable Carl B. Stokes '56, the first African American mayor of a major American city; the Honorable Louis Stokes '53, Ohio's first African American Congressman; and former Cleveland Mayor, five-time Ohio Governor and two-term U.S. Senator, the Honorable Frank

Lausche '21, son of Slovenian immigrants. Other graduates left their imprint in large and small ways in the local history books as influential attorneys, judges, public servants and leaders in commerce and industry. Cleveland-Marshall graduates laid the foundation for the legal profession in Northeast Ohio and shaped the future of our region as surely as the early explorers who mapped the outlines of the Western Reserve. Today's alumni and alumnae remain the foundation of the legal profession in Northeast Ohio, serving the judiciary at every level, heading law firms, chairing corporations and contributing to the region's and nation's economic and social wellbeing.

Accredited by the American Bar Association in 1957 and accepted into the Association of American Law Schools in 1969, the law school offers the J.D., the LL.M., and five dual degrees—J.D./M.B.A. (Master of Business Administration), J.D./M.P.A. (Master of Public Administration), J.D./M.U.P.D.D. (Master of Urban Planning, Design and Development), J.D./M.A.E.S. (Master of Arts in Environmental Studies), J.D./M.S.E.S. (Master of Science in Environmental Science). Under the supervision of the clinical faculty, C|M|LAW students receive experiential training in six legal clinics: Community Health Law Advocacy Clinic, Employment Law Clinic, Housing Law Clinic, Urban Development Law Clinic, Environmental Law Clinic, and Law and Public Policy Clinic. Students receive onsite legal training through externships in a multitude of settings including federal district and appellate and state appellate courts, federal immigration and medicare appeals courts, the U.S. Attorney's Office, county prosecutor and public defender offices, general counsels' offices (Cleveland State University, John Carroll University and Cleveland Metropolitan School Board), and the National Labor Relations Board; they edit three journals—*Cleveland State Law Review*, *Journal of Law and Health*, and *Global Business Law Review*—and participate successfully in moot court competitions throughout the country. Cleveland-Marshall students may choose a subject-specific curriculum through the law school's concentrations in Employment and Labor Law, Business Law, Criminal Law, Civil Litigation and Dispute Resolution, International and Comparative Law, and Tax Law (suspended for new students as of 2007-08). Moreover, C|M|LAW students are learning the lawyer's responsibility to the community through countless volunteer opportunities in the law school's Pro Bono Program. Finally, C|M|LAW students, graduates and members of the bench and bar study and research in one of the country's finest law libraries, which houses the state's second largest legal collection and all major online resources.

III. ADJUNCT OFFICE AND MAIL

A. Office Space. The office for adjuncts is located in the Law Library, second floor, LL 215. To enter you need the code to the electronic lock. Layla Davis (523-7308), Secretary to Assistant Dean Lifter, or Israel Payton (687-2344), Law School Receptionist, will tell you the code.

The office has several desks for your use, a Microsoft Windows-based computer, and a printer. The office also has a separate small office that you should feel free to use to meet with students. You may also prepare for class in the faculty lounge (LB 132) if it is not being used for a law school event.

B. Mailboxes. Your mailboxes are located in the Adjunct Office. Please check your mailbox regularly although, in order to stay current on law school events, deadlines, and other pertinent information, please check e-mail regularly.

C. Receiving Mail at the Law School. Mail related to law school business can be sent to you at our mailing address: Cleveland State University, **2121** Euclid Avenue, LB 138, Cleveland, Ohio 44115-2214. However, in order to receive overnight or other express mail, you must use the physical street address of the law school: **1801** Euclid Avenue, LB 138, Cleveland OH 44115. Mail addressed to faculty as well as memos and other items distributed by C|M|LAW personnel will be placed in your mailbox.

IV. WEBSITE

The C|M|LAW website address is www.law.csuohio.edu. This site contains useful information such as course descriptions, schedules, first class assignments, course book assignments, and faculty profiles. As mentioned above, the STUDENT HANDBOOK, containing the law school academic regulations and the Honor Code, can be found at <https://www.law.csuohio.edu/currentstudents/resources/studenthandbook>. The website also contains a calendar of events and other important law school dates, as well as information about admissions, career planning,

financial aid, and the law alumni association. This calendar is updated regularly and contains information such as lectures, conferences, important student dates, holidays, and faculty meetings. The Calendar can be found at <https://www.law.csuohio.edu/newsevents/calendar>. The site links to the law library website, a very useful research tool.

Many of the documents that are helpful to faculty members are also available online on the Faculty Resources page, found under the Faculty/Staff tab. Although the content of the Faculty Resources page is always changing, currently posted documents and forms include: Class Rosters and Photos, Document Templates, Exam Grade Report Form, Faculty Manual, First Assignments Posting, Grade Distribution Form, Grade Due Dates, Lunchtime Lecture Series, Materials at the Reception Desk, Take Home Exams Policy, and ULWR Seminars Instruction Sheet.

V. E-MAIL AND NETWORK ADDRESSES

Faculty (including adjuncts and lecturers) and staff law School e-mail addresses are formatted as firstinitial.lastname@csuohio.edu. E-mail addresses of all currently enrolled law students are formatted as firstinitial.lastname@cmlaw.csuohio.edu.

Law school network accounts are available to all adjunct faculty. This account is required to check law school e-mail, access course web pages, and past exams online.

You can communicate with students via individual e-mail or class listservs. To obtain a class listserv, contact the law school IT Department at newticket@law.csuohio.edu or 523-7555.

We will provide you with a copy of your account username and password by letter prior to the beginning of each semester. You can have your law school e-mail account forwarded to your work account upon request by e-mailing newticket@law.csuohio.edu. It is, however, important to keep your account login information handy to access course webpages and past exams.

VI. ADMINISTRATIVE OFFICES

A. OFFICE OF THE DEAN (Law Building, Room 106)

Dean *Craig M. Boise* (LB 108; 687-2300) is the chief academic and administrative officer of the law school. His duties include oversight of the hiring of full-time and adjunct faculty, fundraising and development, appointment of committees and special task forces, and alumni and community relations.

- Administrative Secretary *Holli Goodman* (LB 107; 687-2300).
- Assistant Dean for Admissions and Financial Aid *Christopher Lucak* (LB 137A; 687-4692)
- Career Planning Director *Heather DiFranco* (LB 137B; 687-2540)

Associate Dean for Administration *Mark J. Sundahl* (LB 111; 687-2300) is responsible for the administration of many functions of the law school including course scheduling, curriculum planning, recruiting and working with adjunct and visiting faculty, student advising, clinics, and oversight of the Student Services Center offices of Academic Affairs, Student Life, and Student Records.

- Administrative Secretary *Rosa M. DelVecchio* (LB 106; 687-2300) schedules appointments for Associate Dean Sundahl. She handles submission of CLE forms for teaching credit to the Ohio Supreme Court.
- Assistant Dean for Academic Affairs *Jean Lifter* (LB 143; 687-4557)
- Director of Student Life *Amy Miller* (LB 23; 687-2537)
- Student Records Administrator *Marcie Rechner* (LB 142; 687-2289)

Associate Dean for Academic Enrichment *Heidi Gorovitz Robertson* (LB 130; 687-9264) is responsible for cultivating faculty intellectual enrichment and student achievement. Her duties include coordinating workshops and other faculty-focused teaching and scholarship presentations, advising on internal and external communication strategies that promote faculty development, providing guidance to junior faculty in helping them develop their scholarly agendas, and working with faculty committees to enhance the quality of teaching and scholarship. Associate Dean Robertson also has

administrative responsibility for academic excellence programs for students, as well as the implementation of our plan to improve our bar passage rate.

- Administrative Secretary ***Rosa M. DelVecchio (LB 106; 687-2300)*** schedules appointments for Associate Dean Robertson.
- Director of Academic Support ***Kelly Curtis (LB 54; 687-2359)***
- Director of Bar Examination Preparation ***Mary Jane McGinty (LB 147; 687-2297)***

Law Library Director ***Lauren Collins (LL 110; 687-3547)*** is in charge of the library and is responsible for the oversight, development, and coordination of technology.

Director of Budget and Administration ***Jeane H. White (LB 112; 687-2306)*** is in charge of law school financial matters and is the law school liaison for telecommunications, physical plant and equipment needs. She is responsible for general oversight of the areas managed by Sandra Natran (see below) and Laverne Carter (see section on Faculty and Administrative Services).

- Administrative Secretary ***Donna Helfrich*** is Ms. White's assistant.
- Administrative Coordinator ***Sandra Natran (LB 145; 687-2354)*** coordinates and facilitates special events. She schedules law building rooms for meetings, conferences and lectures, and serves as the law school's liaison to Conference Services, Food Services, Instructional Media Services, Physical Plant, and campus police. Ms. Natran prepares and submits Supreme Court of Ohio CLE applications for upcoming lectures and conferences.

Director of Advancement ***Jennifer N. Nye (LB 113; 687-2491)*** is in charge of fundraising.

- Manager of Donor Relations, ***Megan McFadden (LB 122; 687-2476)***
- Manager of Annual Giving ***(LB 119; 687-2286)***
- Administrative Secretary ***Rita Pawlik (LB 115; 687-4617)***

B. CLERICAL SERVICES

Manager ***Laverne Carter (LB 118; 687-2349)*** oversees the Word Processing Unit, the Student Services Information Center, and

Photocopying. To request secretarial assistance relating to your courses, see Ms. Carter, whose staff consists of:

- Secretaries *Diane Adams (LB 115; 687-6884)* and *Yolanda Salviejo (LB 120; 523-7234)*, and Administrative Secretaries *Donna Helfrich (LB 115; 687-4594)* and *Rita Pawlik (LB 115; 687-4617)* provide support to assigned faculty and administrative staff.
- Secretary *Mary McGee (LB 55; 687-2307)* provides support to the Legal Writing faculty and to the offices of Law Review, Journal of Law and Health, and Moot Court.
- Word Processing Specialist *Harold Jackson (LB 116; 687-4888)* expedites your course-related photocopying requests. Check with him for proper procedures, deadlines, and costs, especially in regard to reproduction of class materials and exams. Also see him for supplies such as paper, pens, staples, exam blue books, and the like.
- Clerical Specialist *Israel Payton (LB 138; 687-2344)* manages the Student Services Center Information desk. (See Student Services Center section.)

C. LAW ALUMNI ASSOCIATION

Executive Director *Mary McKenna (LB 121; 687-2368)* is in charge of alumni activities and special events. If you are trying to locate any of our alumni, Ms. McKenna can assist you.

- Assistant Director *Jill McDonnell (LB 120; 523-7357)*

VII. STUDENT SERVICES CENTER (SSC) (Law Building, Room 138)

A. HOURS

When classes are in session in the fall and spring semesters, the SSC hours are M & T 8:00 a.m. to 8:00 p.m., W & TH 8:00 a.m. to 6:00 p.m., and F 8:00 a.m. to 5:00 p.m. Summer hours are M & T 8:00 a.m. to 6:30 p.m., W

& TH 8:00 a.m. to 6:00 p.m., and Friday 8:00 a.m. to 5:00 p.m. For hours at other times, contact the receptionist. For the hours of a specific office within the SSC, contact that office.

B. RECEPTION

Israel Payton (687-2344) is the law school's Student Services Center first point of contact. He is responsible for incoming mail, faxes, phone calls, walk-in traffic and sales of student materials.

C. ACADEMIC AFFAIRS

Assistant Dean *Jean Lifter (LB 143; 687-4557)* is responsible for course scheduling and classroom assignments, student advising, course registration, academic affairs, and supervising ADA accommodations for classes and exams.

- Secretary *Layla Davis (7308)* finalizes teaching contracts for adjuncts. She is the person to notify of any room changes and class cancellations. **Call Ms. Davis if you need to cancel a class, whether or not the cancellation has been previously announced in class—preferably at least several hours before class time—and she will make sure that the appropriate notices are posted.** She can provide you with classroom seating charts and class rosters. Textbook orders are now placed directly through the CSU Bookstore. Ms. Davis will notify you when orders must be placed, which is generally two months before the semester begins.

D. ACADEMIC SUPPORT

Mary Jane McGinty (LB 147; 687-2297) is Director of the Bar Examination Preparation Program. She teaches our Bar Preparation course, coordinates programs related to the bar exam, and oversees our Academic Excellence Program.

- Secretary *Layla Davis (LB 144; 523-7308)*

Kelly Curtis (LB 54; 687-2359) is the Director of Academic Support Program, which provides academic support to our students.

E. ADMISSIONS AND FINANCIAL AID

Assistant Dean **Christopher Lucak (LB 137A; 687-4692)** directs the student admissions process and oversees financial aid. His staff consists of:

- Assistant Director **Gina Huffman (LB 135; 687-5317)**
- Administrative Secretary **Steve Antol (LB 138; 687-2304)**
- Secretary **Jacqueline Carner (LB136; 687-2287)**

F. CAREER PLANNING

Director **Heather DiFranco (LB 137B; 687-2540)** coordinates on-campus interviewing and develops programs to assist students in planning their careers during and after law school. Ms. DiFranco's staff consists of:

- Assistant Director **Francie Fields (LB 137C; 687-2260)**
- Assistant Director **Renee Pienta (LB 137C; 687-2260)**
- Coordinator **Nancy Erhardt (LB 137A; 687-6871)**

G. STUDENT LIFE

Director of Student Life **Amy Miller (LB 23; 687-2537)** maintains a vibrant, supportive, and healthy environment for students at C|M|LAW and serves as the students' point of first contact for the law school administration. She provides academic and financial aid counseling to students and oversees programs to enhance the student experience at C|M|LAW. She oversees our Peer Advisor program, is our student organizations liaison, and oversees the law school's initiatives to promote diversity.

H. STUDENT RECORDS

Student Records Administrator **Marcie Rechner (LB 142; 687-2289)** maintains student records, including those relating to grades and graduation requirements. See her if you need grade report forms or other information relevant to the law school's processing of grades. She also collects and maintains faculty evaluations.

- Student Assistant **Jasmine Bryant (LB 142; 687-2289)**

I. LEAVING MATERIALS FOR STUDENTS

Faculty may leave materials for student pick up at the Student Services Reception Desk under the following conditions:

Please identify the course and/or professor on the materials and/or envelope containing the materials. If you want a student to receive the material in an individual envelope, please provide the material to the receptionist in that form with the student identification marked on the outside. If you need a secretary to prepare the envelopes, please see Laverne Carter.

Also, please tell the receptionist:

- a. whether students will identify themselves by name or exam number,
- b. how long the material will be available for students (You may leave the material for a specific length of time or for the entire semester), and
- c. the conditions under which students may review the material. For example, you should specify whether students may take the material with them or if students should only view the material in the Student Services Center.

A Quiz/Paper/Exam Viewing Form is attached as Appendix 8. You should provide this form to the receptionist when delivering materials for student review. This form will allow you to provide the instructions for the receptionist to follow. If you are simply dropping off an envelope for a student to pick up, it is not necessary to complete the form.

At the beginning of each semester, we will return to the professor any material that students did not pick up from the prior semester.

VIII. LAW SCHOOL COURSE INFORMATION

A. TEACHING SCHEDULES

Many adjunct professors teach the same course at the same time each year; others teach the same course at the same time every other year. Each spring as we are working on the next year's schedule, we will contact you about your availability to teach the following year. We greatly appreciate prompt responses to our inquiry so that we may finalize the schedule. Copies of the course schedules and accompanying exam schedules are available at <https://www.law.csuohio.edu/academics/schedules/current>.

Contracts are not prepared until shortly before the semester during which you are scheduled to teach. If your circumstances change such that you are unable to teach, please contact Associate Dean Sundahl or Assistant Dean Lifter as soon as possible.

B. COURSE PLANNING AND PREPARATION

1. Selecting and Ordering Course Materials. You are responsible for selecting your own course materials. Upon request, legal publishers will furnish you with complimentary copies of the casebooks and related materials they publish on the subject you are teaching. You may also want to consult with colleagues who teach the same course. Please ask Associate Dean Sundahl for assistance in identifying appropriate faculty to contact.

The phone numbers and C|M|LAW 's account representatives for the major legal publishers are:

Carolina Academic Press

Jefferson Moors
919-489-7486 ext. 13
smoors@cap-press.com

Foundation Press (West)/Thomson Reuters/Gilbert

Christopher Hart
917-370-9732
christopher.hart@thomsonreuters.com
(note: West, Foundation & Thomson Reuters Publishers merged)

LexisNexis

Sean M. Caldwell
Law School Publishing Midwest Region Representative
513-721-2506 (office)
513-378-9472 (cell)
sean.m.caldwell@lexisnexus.com

Warren Gorham & Lamont

800-950-1216 (Education sales)
734-302-3540 (fax)
ria.education@thomson.com

Wolters Kluwer/Aspen Publishing

George J. Serafin
800-950-5259 ext 411
800-915-3450 (fax)
800-950-5259
George.serafin@wolterskluwer.com

Layla Davis (523-7308) coordinates the ordering of casebooks and other course materials with the university bookstore; she will provide you with request forms the semester prior to the one in which you are scheduled to teach. You may also choose to use materials you have compiled as a supplement to (or even in lieu of) a commercially available casebook or other course materials. See the section below on photocopying for more information on this option.

2. Preparation of Course Syllabi. University Academic Regulations require that you provide students with a written syllabus at the beginning of your course, outlining the topics you will cover and the assignments related to each as well as your contact information. The written syllabus must also contain information regarding your expectations of the class, the factors you will take into consideration in determining final course grades, attendance policies, and your availability to students outside of the classroom—including telephone number and e-mail address. If you need to modify the syllabus as the semester progresses, that is fine.

Two examples of course syllabi are attached as Appendices 1A and 1B). Consulting with colleagues is helpful. Upon your request, Associate Dean Sundahl will also provide you relevant course syllabi.

You are required to provide a copy of your syllabus for your course to Associate Dean Sundahl by the end of the first week of the semester.

Course syllabi from recently past years are available at Library Circulation and earlier years are archived in Special Collections, LL 209.

3. Posting of First Class Assignments. First class assignments are posted in two ways: on the law school website or through Layla Davis.

First class student assignments can be viewed at:

http://devel-drupal.law.csuohio.edu/first_assignments/view_firstassignment.php3

4. Photocopying. Harold Jackson (687-4888; LB 116) is in charge of photocopying. You should submit your course syllabus and any other materials you want duplicated for your classes as far in advance as possible to avoid being caught in the last-minute rush. Assistant Dean Lifter (687-4557) or her secretary, Ms. Davis (523-7308), can give you a rough head count of students registered for your classes. The logistics of the system are greatly simplified by having a set of handouts prepared prior to the first class, but it is not always possible to anticipate all the materials you will use throughout a course.

For smaller photocopying jobs that you might want to do on your own, photocopiers are available for your use in the Office of the Dean and behind the Student Services Center Information counter.

Each class is allowed fifty (50) pages of free photocopies per student per semester to provide students with a syllabus and initial handouts. After the fifty-page limit, students will be charged .05 cents per page.

If you anticipate having a substantial amount of material reproduced as class handouts, talk to Harold Jackson about having the materials copied as a set and packaged for sale to students by the copy center. These materials are sold at .05 cents per page to students, plus the cost of covers and binding.

5. Course Materials Webpages. Library staff will assist you in setting up, maintaining, and adding items to Course Materials webpages for any classes you teach. Course Materials webpages are password-protected resource pages for individual classes, which remain available throughout the semester that the course is taught. Any items a faculty member places on Course Reserve, whether print or electronic, will be placed on a Course Reserve page. Electronic Course Reserve items will be linked from the page; print Course Reserve items will be represented by a link to their

Scholar records. All Course Reserve items that appear on Course Materials webpages will be listed under the heading “Library Materials.” (CONTACT: Circulation ext. 2250). Course Materials webpages can be used for much more than just gathering your Course Reserve materials into one place. Course Materials webpages can be used as a complete online resource for your class. You can add items such as syllabi, assignments, readings, relevant web links, CALI lessons, PowerPoint presentations, podcasts, videos, and more. For more ideas on creating a customized online resource page for your class, see Course Webpage Options on the library webpage under Faculty Services. (CONTACT: Sue Altmeyer ext. 4894).

6. Technology in Classroom. Most of the classrooms in the law school are equipped with presentation technology. These classrooms feature LCD projectors, document cameras, computers, DVD/VCR units, as well as inputs for external USB drives and laptop computers. All classroom presentation computers have standard office software, including PowerPoint, and are connected to the Internet. If you would like an overview of the new technology control systems, please contact a member of the C|M|LAW IT staff for assistance. New podium keys will be issued to replace the keys to the older podium models at the beginning of the Fall semester. You may obtain a key at the library reference desk. Smart Podium Instructions are also available online on the Faculty Resources page.

The seminar rooms (LB 64, 65, and 66 - located across the hallway from the law clinics) are equipped with LCD monitors and wall ports for the connection of laptop computers. If you would like to use the technology in these rooms, but do not own a laptop, please contact the C|M|LAW IT Department for assistance.

7. Placing Course Materials on Reserve. If there are resources such as specific treatises or articles that will provide helpful optional reading for your students, contact Circulation (687-2250) to arrange to have the materials put on reserve in the law library for easy access by your students.

8. Posting Notices for Students. You can communicate with students via e-mail, class listservs, or transmission to an individual student. To obtain a class listserv, contact C|M|LAW IT at extension 523-7555 or newticket@law.csuohio.edu. If you need to give a document to an individual student, please give it to Israel Payton (Student Services Reception) and notify the student to pick it up there.

9. Student Pictures. Shortly after the start of the term, the C|M|LAW IT Department distributes picture rosters of students enrolled in each class. You can also see photos of students in your class on Campus Net. See Class Roster, *infra* at XI.C.1. You may also view photos of all currently enrolled students at <https://intra.law.csuohio.edu/roster/roster.php>. If you have questions, contact C|M|LAW IT at newticket@law.csuohio.edu or 523-7555.

10. CALI, Bloomberg, LexisNexis, and Westlaw. Access to CALI Lessons (Computer-Assisted Legal Instruction), as well as the Bloomberg, LexisNexis, and Westlaw research systems, is available to adjunct instructors for your academic work during the semester(s) in which you teach. For information on how to access CALI, Bloomberg, LexisNexis and Westlaw, contact Jan Babbit, Associate Director at 216-687-6913.

C. COURSE PROCEDURAL MATTERS

1. Class Roster. You can download your class roster on Campus Net. (See Campus Net, *infra* at XII.F for how to access this site). It will be under the Instructor tab. You can also access contact information for every student in your class: Once you have the class roster on the screen, click on the word “details” next to the student’s name. You can download the pictures of students in your class by clicking on Roster with Pictures, which is on the left-hand side directly above the light brown bar that identifies the semester and course number of your class.

2. E-mail Class Lists. You can communicate with students via individual e-mail or class listservs. To obtain a class listserv, contact the C|M|LAW IT Department at newticket@law.csuohio.edu or 523-7555.

3. Student Mail. Students do not have mailboxes. If you need to get a document to an individual student, please give it to Mr. Payton and notify the student to pick it up at the Student Services Information counter.

4. Monitoring Class Attendance. According to the ABA, our accrediting agency, "A law school shall require regular and punctual class attendance." ABA Standard 304(d). Our Academic Regulation 1 states that “[s]tudents are required to attend class with substantial regularity.” Unsatisfactory attendance "unless otherwise defined by the course instructor with reasonable notice to students enrolled, shall be absence from more than two

weeks of classes in a single semester (or, in the case of Summer term, absence from more than one week of classes) and shall be cause for lowering the final grade entered, involuntarily withdrawing a student from the course or withholding credit and entering the grade of F, in the sole discretion of the course instructor." See Student Handbook, Academic Regulation 1. Some professors meet this requirement by taking attendance at the beginning of each class or by circulating a copy of the class roster during each class so students can document their attendance by initialing the roster next to their names. You should state the class attendance requirement in your course syllabus. Students may be administratively withdrawn from a course due to excessive absenteeism. See Assistant Dean Lifter for details on this process.

5. Excused Absences for Election Work. In order to foster student engagement and participation in the civic sphere, Cleveland State University has encouraged students to serve as poll workers and in polling support positions for the last several national and statewide elections. In Spring 2008 the Faculty Senate of Cleveland State University adopted a policy pertaining to student absences arising because of such service in these elections. See Appendix 3, CSU Poll Worker Excused Absence Policy.

6. Class Time. Our hour is 50 minutes. We expect you to teach that length of time for each hour whether you teach a course worth 2, 3, or 4 credit hours. If you take a break in a class, we expect you to make up that time. For example, if you teach a 4-credit-hour course in two 1-hour and 40-minute sessions, and you take a 10 minute break, you need to make up that 10 minutes.

7. Class Cancellations. Class cancellations should be avoided, and missed classes must be made up before reading week begins. **If you must cancel a class for any reason, even if you have given your students prior notice, please inform Assistant Dean Lifter at 687-4557 or her assistant, Ms. Davis, at 523-7308. If neither answers, then call Mr. Payton (687-2344).** They will post a notice of the cancellation and e-mail your class (with copy to Associate Dean Sundahl). Please provide as much advance notice as possible. For evening classes, please call by 4:00 p.m. If you are cancelling a class, please make sure you speak with a live person. Do not rely on voice mail or e-mail unless receipt of the message is confirmed. When cancelling a class, please also send Jean Lifter and Layla Davis an e-mail containing the following information:

1. Class Title
2. Reason for the cancellation
3. Method for making up the cancelled class

If your absence will be prolonged, please contact Associate Dean Mark Sundahl to discuss arrangements for covering missed classes.

8. Make-up Classes. ABA Standard 304 requires that classes meet for a specific total number of minutes per academic credit hour during the semester, and our courses are scheduled to meet those requirements. Accordingly, make-up classes should be scheduled if you cancel a class. Depending on your students' schedules, you may also be able to make up lost time by starting classes earlier or extending classes. Check with Ms. Natran and Ms. Davis to determine classroom availability if you are planning extended or make-up sessions.

Other options for making up classes include bringing in a guest speaker (so you don't have to cancel the class in the first place), having an online discussion if you use TWEN (or some other comparable website for your class), or videotaping a lecture. To videotape a class lecture, contact C|M|LAW IT at newticket@law.csuohio.edu or 523-7555 at least one week in advance of when you intend students to watch the video.

Make-up classes cannot be scheduled during the designated reading period or during the exam period because that time is reserved for students to prepare for exams.

9. Form of Address. Lecturers and adjunct professors often ask how their students should address them. As with full-time faculty, this decision is a personal one well within the instructor's discretion. It is appropriate, however, for a lecturer or an adjunct professor to have her/his students address her as "Professor" both inside and outside of the classroom. You also may choose how you address students. Some professors use the formal Mr./Ms., while others use students' first names.

10. Student Evaluations. Student evaluations are required for all courses. Near the end of the semester, you will receive a packet of student evaluations. Most professors set aside 10-15 minutes of class time to have students complete the evaluations. You must not be in the room while students fill out the evaluations. Please ask a student to collect the

completed forms and return them to the Records Administrator. Evaluation forms for evening students can be returned to the Legal Writing mail slot. You will not receive copies of your evaluations until you have submitted final grades for the course. The evaluations for all courses are bound by year and available to students at the Reserve Desk in the law library. A set is also kept in the Records Office for use by faculty and staff.

D. EXAMINATIONS AND GRADING

1. Introduction. This section provides information regarding midterm and final exams. Over the past few years, we have changed many of our procedures regarding exams: Most exams are now taken on computer, we have new grading guidelines and proctoring procedures, and we require advanced notice for both take-home exams and midterms. If you have a question about exams or grading that is not answered here, or the information here is not clear, please ask Associate Dean Sundahl, Assistant Dean Lifter, or Records Administrator Rechner.

2. Scheduling Exams. The exam schedule is posted on the law school website. See <https://www.law.csuohio.edu/academics/schedules/current>.

3. Preparing Exams. You are responsible for writing your own final exam. That can seem like a formidable task, but we can provide some guidance. First, the length of the final exam is typically determined by the course credit hours: e.g., a 3-hour exam for a 3-credit-hour course. If you decide to give graded quizzes during the semester, you may consider giving a shorter exam that counts for less than 100% of the final grade.

Second, we have a website that contains many prior exams which you may consult. Many professors now post their prior exams on the website so that students can use them as practice questions and have a sense of the type of exam the professor gives. You may want to look at some of these exams for guidance on types of questions, length of exams, etc. Many faculty use a variety of questions including multiple choice, true/false with explanation, short essay, as well as the traditional issue spotting question. The exams are available only to C|M|LAW students and faculty. You may access the site from the computer in the Adjunct Faculty room, LL 215. Go to <https://www.law.csuohio.edu/lawlibrary/services/pastexams>, then enter your user name and password. You will then be allowed to look at prior exams by topic and/or professor. As this is a restricted site, you will need to use the username and password assigned to you with your law school e-mail

account. Alternatively, you may contact Associate Dean Sundahl to obtain copies of these exams.

4. Midterm Exams. Midterm Exams are an increasingly popular option used in many classes, both first-year and upper-level.

- a. **Scheduling.** Students may take midterm exams on computer, as they do final in-class exams. You must give Automation two weeks advance notice so that the exam software can be made available to your class. You must also give Assistant Dean Lifter two weeks advance notice. See Proctoring infra.
- b. **Anonymity.** If you give a midterm that is worth 10% or more of the final grade in the course, students must obtain exam numbers so that your grading is anonymous. See Academic Regulation 3.9.
- c. **Proctoring.** If your midterm is worth 10% or more of the final grade in the course, you cannot proctor your own midterm. This is consistent with our new proctoring policy for final in-class exams. Please contact Assistant Dean Lifter two weeks before your midterm so that she may arrange for a staff member to proctor your exam. As with the final exam protocol, you will need to fill out the Exam Instruction sheet so that the proctor knows the procedural details for administering the exam. See Appendix 5.

If your midterm is not worth 10% or more of the final grade, you may proctor your own exam.

- d. **Materials for your Exam.** If you proctor your exam, you are responsible for bringing bluebooks, scantron sheets, and pencils to the exam. Bluebooks and scantron sheets are available from Harold Jackson in the Copy Room. Pencils are available from Marcie Rechner in the Records Office.
- e. **Provisions for Students with Disabilities.** If a student has received accommodations for taking exams pursuant to Academic Regulation 3.7, they will take the midterm exam under those same conditions. Assistant Dean Lifter will notify you of any such students in your class.

- f. **Rescheduling Individual Student's Exam.** If a student is unable to take the midterm at the scheduled time, s/he must make arrangements with Assistant Dean Lifter to reschedule the exam. No student may take the exam prior to the scheduled time: All rescheduled times will be after the regular exam time. This is consistent with our policy regarding final exams. See Academic Regulation 3.6.
- g. **Word Counts on In-Class Exams.** Please see Word Counts under Final Examinations, *infra*.
- h. **Take-Home Exams.** Please see Take-Home Exams under Final Examinations, *infra*. Unlike in the case of a Final Exam, no notice need be provided to Dean Lifter.

5. Final Exams.

- a. **Reading Period.** Students are afforded a relatively short reading period between the last day of classes and first day of final exams. Therefore, this period cannot be used to make up classes or to give in-class or take-home exams. The reading period for each term is indicated on the master Course Schedule available in the Student Services Center and on our website at <https://www.law.csuohio.edu/academics/calendar/current>.
- b. **Scheduling of Final Exams.** Assistant Dean Lifter circulates a tentative schedule of Fall term exams along with the tentative course schedules in the Spring of the prior year. She circulates a tentative schedule for the Spring term exams during the Fall semester. Please review these immediately and let her know if you identify any problems or conflicts with the exam schedules.

If you plan to give a take-home exam, you must notify Assistant Dean Lifter by the ninth week of the term with the information identified under Take-Home Exams, *infra*.

- c. **Preparation of Final Exams.** If you need help typing your exam, please allow at least five working days for typing and duplication, which will be taken care of by the word processing department through Laverne Carter, Office Manager. On the first page of the exam, please indicate the course name, number, and section, instructor name and semester and leave a blank for the student exam

number—all of this will facilitate collecting exams at the end of the exam (see Proctoring Responsibilities below). Please number the pages of your exam so that it will be certain each student has all of the pages of the exam.

You must complete the Exam Instruction Form for each exam you are administering. The Form is attached as Appendix 5. Please make sure that your instructions are complete. This is the document on which the proctor will rely when proctoring your exam. If your exam is administered in parts, please explain exactly how the exam is to be administered. If your exam has Multiple Choice Questions, you must specify whether students will use the Blue (up to 5 choices for the answers) or Green (up to 10 choices) scantron sheets. Also, please indicate whether copies of your exam should be given to the library (after the exam period) for inclusion in the Past Exams online (see *infra* at XI.E.6). If we have any questions about your instructions, we will contact you before your exam.

So that we can be sure that we have all exams and complete instructions for the proctor before the start of the exam, we will need to have copies of your exam with instructions for the proctor at least 48 hours before the scheduled beginning time of the exam. This means that you cannot bring the exam in with you on the day of the exam. You must have the exam and instruction form copied in time for it to be delivered to Jean Lifter 48 hours before the scheduled start time. So, for example, if your exam is scheduled for Monday at 9 a.m. Jean Lifter must have the exam by Friday at 9 a.m. (As you can tell, we are not counting weekends in the time frame.) You will need to give the exam to Laverne Carter sufficiently prior to that for her to have the exam copied. The exams are copied and secured so that no students have access to them prior to the exam.

- d. **Exams Taken on Computer.** Since most students prefer to take exams on computer, we will assume that you will allow this option, unless we hear otherwise from you. Use of the exam software is available for both in-class and take-home exams but we do need to know which type of exam you are planning to give and, if take-home, what the parameters will be so that the exam software can be set up appropriately. This information will be requested approximately 2/3 of the way through the term.

In either case, after the exam is completed, the computerized exams are printed by the law school's technology department and are then delivered to Dean Lifter and or Marcie Rechner for distribution along with any exams taken in blue books. If you want your exams printed in large font or printed every other line, please tell the Information Technology Department prior to your exam date.

Students who can provide their own laptop computers are strongly encouraged to do so. However, students who do not have their own laptop computers may request the use of one of the law school owned laptops, subject to availability. Laptops are available on a first come first serve basis. Instructions for downloading exam software and reserving laptops are sent to students prior to the designated midterm or final exam period.

- e. **Word Counts on In-Class Exams.** Now that most of us allow students to take in-class exams on computer, many have thought about how to convert blue books pages to word counts on the computer. In the 2008-09 academic year, the Teaching Committee researched this issue and made the following recommendation:

Among other approaches that might be taken, faculty at C|M|LAW and other law schools have found success with simple page-to-words ratios for converting blue-book page limits to word limits for PC test takers. Based on our study, a fair estimate for the conversion would be to assume that each side of a single-spaced bluebook page contains between 250 and 300 words.

- f. **Proctoring In-Class Final Exams.** Please see the Exam Procedures Memo attached as Appendix 4, which sets out the specifics of our proctoring system. Proctors will be assigned to proctor your exam by Laverne Carter. During the proctoring of your exam, you must be available to answer any questions that may arise during or immediately after your exam is administered. Please inform Assistant Dean Lifter how to reach you during the exam.

You will be notified once your exams are ready for pickup from Assistant Dean Lifter. See Appendix 4 Exam Procedures Memo, Section D. Picking Up Your Exams.

- g. **Rescheduling Exams.** The exam schedule is available to students before they register for classes each term and can be obtained online at www.law.csuohio.edu/currentstudents/course_and_examsschedule/current_year_schedule. Students with two exams in close proximity may be able to reschedule one of the exams to a later date. See Academic Regulation 3.6(b). In such cases, Assistant Dean Lifter will request copies of exams to administer. Full instructions as to timing, permitted resources, etc. must accompany all such exams. Occasionally, students experience exceptional situations (personal illness, death in the family, and the like) preventing them from taking the exam at the scheduled time. If this occurs, Assistant Dean Lifter should be informed immediately; thereafter, the student will work directly with her to schedule a make-up date. In addition, a few of your students may take the exam separately from the rest of the class due to accommodations we make for students with documented disabilities. Students seeking special arrangements must formally submit documentation to Assistant Dean Lifter at least one month before the last day of classes to schedule their exams. Assistant Dean Lifter will notify you if we need exams for rescheduling purposes.
- h. **Take-Home Exams.** Professors may utilize take-home exams to measure the students' comprehension of the course materials. Certain caveats accompany this type of exam. You must tell Dean Lifter by week nine of the semester (1) that you will give a take-home exam and (2) who will distribute and collect the exams. You must give students very specific directions as to when the exams will be available, what resources they can consult in preparing their answers, and the date (including a specific time) their answers are due. Take-home exams may not be distributed or administered during the reading period. The reading period is set aside for students to study; giving exams during this time defeats this purpose. Take-home exams may be given only during the exam period. Israel Payton, the law school's receptionist, who is located in Student Services, may distribute and collect take-home exams. You must contact him well in advance to make appropriate arrangements and must provide him with any exam materials and a completed Take-Home Exam Form (provided in Appendix 6 and available online on the Faculty Resources page). The library will not assist in the administration of take-home exams.

6. Grades

- a. **Grading Guidelines.** You will receive memoranda each term covering the grading procedures at C|M|LAW. We have an anonymous grading system and an academic policy that states all courses "shall be graded in a responsible and professional manner." Faculty meeting minutes, April 28, 1988. The policy also states:

[I]t is expected that all first-year core courses, all Perspective courses with twenty or more students, and all upper-class courses which are either required for graduation or recommended for the bar examination, shall be graded on the basis of a reasonable distribution of grades across the various grade categories. The advisory guidelines currently in effect shall serve as prima facie evidence of what constitutes a reasonable distribution, respectively, in the first year and at the upper levels; the upper-level advisory guidelines shall apply to Perspective courses. As heretofore, the Dean will have discretion to disallow any course grades which do not reflect a responsible and professional system of grading.

The grading guidelines (new in Summer 2008) are as follows:

GRADE	REQUIRED CORE CURRICULUM GUIDELINES FOR CONTRACTS, CIVIL PROCEDURE, CRIMINAL LAW, PROPERTY, TORTS & LEGISLATION AND THE REG. STATE		GENERAL GRADING GUIDELINES FOR OTHER LAW COURSES	
	STANDARD %	RANGE PERMITTED %	STANDARD %	RANGE PERMITTED %
A	10	8-12	14	11-17
A-	10	8-12	12	9-15
B+	11	9-13	18	15-21
B	16	14-18	19	16-22
B-	10	8-12	11	8-14
C+	13	11-15	11	8-14
C	12	10-14	9	6-12
C-	5	3-7	2	0-6
D+	5	2-10	2	0-7
D	5	2-8	2	0-7
F	3	0-6	0	0-5

The Advisory Grade Distribution guidelines set forth the range—in terms of percentages—of As, B+s, Bs, etc. for each course. Grades fitting within the ranges are prima facie evidence of the reasonable grade distribution required by our academic grading policy. See *Id.* The ranges provide a certain amount of flexibility to the professor while also establishing uniform standards that prevent one professor from routinely awarding no grade lower than a B and another professor teaching the same course from refusing to give any grade higher than a C+. The Grade Distribution Form is available online on the Faculty Resources page.

After you have completed your grading, you must fill out and turn in to Marcie Rechner, our Records Administrator, for every course, the Advisory Grade Distribution form on which you calculate the number and percentage of grades in each grade category. A copy of the Advisory Grade Distribution Form is attached as Appendix 7. (This form is provided to you with the grading memo at the end of each term.) The completed form must be reviewed and approved by Associate Dean Sundahl before the grades can be accepted by the school. Please indicate the high “A” in each class when you submit your grades as many honors and awards are based on these designations.

- b. **Anonymity.** Student exams are graded anonymously. All precautions should be taken to protect anonymity. Students should be warned not to place their names or any other identifying marks on their exams. The anonymity of the grading process is facilitated through the use of exam numbers. Students fill out exam number cards at Student Records (in the Student Services Center) and deposit them in a box. The cards are compiled into a list matching students with exam numbers. Students use the same number for each exam they take at the end of a particular term. Students must, however, use a different number for midterm and final exams.
- c. **Upper Level Writing Requirement and Courses Requiring Papers.** Obviously, no anonymity exists in courses where students write a paper rather than take an exam, since you work closely with individual students as they select their topics, prepare outlines, and submit various drafts to you for approval throughout the course.

C|M|LAW has specific criteria for student papers that satisfy the Upper Level Writing Requirement. See Appendix 2.

- d. **Other Factors Affecting Final Grades.** Many professors base course grades solely on student performance on the midterm and/or final exam. Although an accepted practice, this should not be viewed as a limitation on the methods used to assess a student's performance in a class. For example, you have the option to give more frequent exams or quizzes, require formal class presentations on particular subjects, assign writing and research projects, or base part of the grade on general class participation. Three caveats are warranted. First, as previously noted, ABA accreditation standards require class attendance, so a student's grade cannot be raised merely for meeting the class attendance requirement. The grade can be lowered for poor attendance, and you have the right to withdraw a student administratively from class if absenteeism becomes extreme. Second, you must state in your written syllabus provided to students at the start of the course the factors that will affect their final grades. Finally, you are highly encouraged to provide written feedback to students on their exams and other assignments explaining the reasons for the grade you assign.
- e. **Turning in Grades.** Your grades are due approximately 21 days from the Friday of the week your exam is given. We will notify you of the exact date well in advance.

It is imperative that you turn your grades in on time. Late grades have a number of serious consequences apart from student anxiety about their grades. We cannot determine which students maintain or lose their scholarships; we cannot determine who will be academically dismissed; we cannot determine who has satisfied their graduation requirements; we cannot provide the Ohio Supreme Court with the final law school certification of completion required for students to take the Bar; we cannot determine the Dean's List or class rankings, the latter of which affects the Law Review and Journal—knowing who has qualified for membership and who is eligible to participate in the write-on competition.

After grading your exams, give your list of exam numbers and corresponding grades to the Records Administrator, Marcie Rechner; she will supply the students' names and return the list to you. You

can then make adjustments in the final grade for each student based on other criteria (e.g., class participation and attendance) that you made known to your class in your syllabus. Return your list of exam numbers, names and final course grades to the Records Administrator for processing. She will enter grades for each course into CampusNet. Due to security concerns, the Records Administrator is able to post grades only at certain limited times. This means that they may not be posted for several days.

- f. **Grade Changes.** After you have finalized your grades, you cannot change a student's grade unless you made a computational error in the test score or final grade. In accordance with the Academic Regulations, you must submit a request to change a grade to the Academic Standards Committee, and you must provide in writing an explanation of the computational error. See Academic Regulation 2.4(c). A student may also petition the Academic Standards Committee for a grade change. See *Id.* at 2.4(d). Assistant Dean Lifter supervises the petitioning process and will provide additional information to students or professors upon request.

Once grades are posted, students may elect to change up to two certain elective course grades to a Pass, if they received a grade higher than a C-. See Academic Regulation 4.6.

- g. **Incompletes.** A faculty member may give a student an Incomplete as a grade if the student's work has been satisfactory but the student, through no fault of her own, has not been able to complete the course work. See Academic Regulation 2.2. The course work must be completed, and a grade submitted, no later than the last day of classes of the subsequent semester. This includes the summer term; so, if you give an I in the Spring term, you must submit a letter grade by the last day of classes in the Summer term. *Id.* If the course work is not completed, a grade of F will be recorded. *Id.* A student may seek an extension by petitioning the Academic Standards Committee.
- h. **The Honor Code.** C|M|LAW has an Honor Code governing student conduct during examinations, while researching and writing papers, and in performing other school-related assignments. The Honor Code and the procedures for adjudicating possible violations are provided in the Student Handbook. It is advisable to direct your students' attention to parts of the Code that are relevant to any assignment or

exam you give. It is also important that you become familiar with the procedures for handling potential violations of the Code. The Student Handbook, containing the Honor Code, may be found through the following link:

<https://www.law.csuohio.edu/currentstudents/resources/studenthandbook>

7. Maintaining and Reviewing Student Exams and Papers. Ms. Carter manages the law school system that provides students an opportunity to review their exams in the Student Services Center during specific dates and times each semester.

After your grades are finalized, please submit your exams and papers to Israel Payton at the Student Services Center Information counter. If you prefer that students contact you directly to review their exams, please inform Mr. Payton in case he receives inquiries from your students. Obviously, exam reviews are much more valuable to students if you have provided written feedback on the exams themselves.

If you wish to review an exam personally with a student, please provide your course name and the student's exam number to Mr. Payton or Ms. Carter, and they will pull the student's exam for you. Please promptly return the exam to Mr. Payton or Ms. Carter.

Ms. Carter also oversees the long-term storage of exams and papers. Exams and papers are retained for two years. If you elect to retain your own exams for exam review purposes, you must retain the exams for two years or give them to Ms. Carter for storage.

8. Past Exams Online. The library maintains a secure webpage for posting past exams, which can be found through the following link:

<https://www.law.csuohio.edu/lawlibrary/services/pastexams>

Please consider placing your past exams online. When you submit your exam for copying, Ms. Carter will ask if you want your exam given to the library for this purpose. In addition, please consider posting online the top A answer or answer grid.

IX. APPOINTMENT TO THE LAW FACULTY

The initial appointment to the law faculty is at the level of Lecturer of Law. After a lecturer has successfully taught a course several times, s/he is eligible to receive a Letter of Appointment as an Adjunct Professor of Law. The success of a particular instructor is determined by an exercise of discretion by the Dean based on significant input from the Associate Dean for Administration. Unlike tenure-track faculty, adjuncts are not ranked as assistant, associate or full adjunct professors. The appointment as an adjunct professor is made upon the approval of the Dean and faculty. A lecturer promoted to an adjunct professor receives a letter indicating a three-year appointment as an adjunct professor to the College of Law. This letter does not obligate the adjunct to teach a specific number of times during the three-year period, and it does not obligate the law school to include an adjunct so appointed in the course schedule during any or all of the three-year period. Rather, separate teaching contracts are executed for any term during which an adjunct professor or lecturer is hired to teach. The letter of appointment authorizes the individual to represent her/his status as an adjunct professor at C|M|LAW throughout the three-year period. At the conclusion of the three-year period, the adjunct professor is eligible for another three-year appointment, with the appointment again being based on the approval of the Dean and faculty at the recommendation of the Associate Dean for Administration.

X. LAW SCHOOL COMPUTING

A. Computers. The adjunct faculty office is equipped with a Microsoft Windows-based computer and printer. All faculty computers have the following supported software packages: Microsoft Office (Word, PowerPoint, Excel, and Access), Mozilla Firefox, Westlaw, and Lexis.

The law school is in the process of switching to Microsoft Office 365 for e-mail. E-mail is accessed through a web browser such as Firefox or IE.

B. Classroom Technology. Most of the classrooms in the law school feature projectors, document cameras, workstations, DVD/VCR units, as well as inputs for external USB drives and laptops. All classroom

presentation workstations have standard Office software, including PowerPoint. If you would like an overview of the classroom technology control systems, please contact a member of the Information Technology staff for assistance.

The seminar rooms (LB 64, 65, and 66 - located across the hallway from the law clinics) are equipped with monitors and wall ports for laptop connection. If you would like to use the technology in these rooms, but do not own a laptop, please contact the Information Technology department for assistance.

C. Information Technology Support.

When IT support is needed, users are encouraged to use one of the following three methods:

1. Open a Ticket

For your convenience, filling out the Technology Help Request Form located here will open a new ticket: <https://www.law.csuohio.edu/techhelp>. Once the ticket is successfully created, you will hear back from a tech within 30 minutes during business hours.

2. Send an E-mail

Users who prefer e-mail can send a request to newticket@law.csuohio.edu. Please remember to include your name, a descriptive subject, problem details, your phone number/office extension, and your office room number/location. A support ticket will automatically be created and you will hear back from a tech as soon as possible. Please understand that incomplete requests may be delayed.

3. Call the 7555 “Tech Help” Line

If you have an emergency or need immediate assistance, please call the 7555 Tech Help line. While we strive to have this line covered at all times, leaving a message may be necessary. Any messages left will be returned as soon as possible. Alternatively, if you have an emergency and there is no answer, please visit the reference/circulation desk at the law library and ask for a tech.

If you need assistance with any of these methods, or have any other questions, please feel free to contact a Technology Operations staff member:

- Assistant Director, **Dan Thomas (LL 120A; 523-7372)** is responsible for the College's IT functions, including faculty, staff and student computing, the College's website, and training and support for classroom technology. He also supervises the work and services provided by the C|M|LAW IT Staff.
- Systems/Data Manager **Eric Domanski (LL 112, 523-7391)** provides workstation support for faculty and law school staff. He has specific responsibility for supporting Enterprise servers, the workstation lab, and related technology needs.
- Systems/Web Manager **Rick Zhang (LL 115; 687-4574)** provides primary support for web site development. He installs and upgrades hardware and software on law school workstations.
- Desktop/Server Specialist **Greg Golembiski (LL 120; 523-7235)** assists faculty and staff with desktop computing issues. He also provides assistance with classroom technology and A/V.

XI. LAW LIBRARY

For a comprehensive index of Law Library services to faculty, see <https://www.law.csuohio.edu/lawlibrary/faculty/>.

A. PERSONNEL

Associate Professor **Lauren Collins (LL 110; 687-3547)** is Director of the Law Library. Her staff includes:

Purchasing Agent/Administrative Secretary **Jo Ann Carpenter (LL 214A; 523-7345)** provides administrative support for the Law Library Director and staff. Ms. Carpenter also schedules use of the Law Library's conference room, LL 212, and instruction room LL A059.

Assistant Director of Technology Operations **Dan Thomas (LL 120A; 523-7372)** is responsible for the College's IT functions, including faculty, staff and student computing, the College's website, and training and support for classroom technology. He also supervises the work and services provided by the C|M|LAW IT Staff **Rick Zhang (LL 115; 687-4574)**, **Eric Domanski**

(*LL 112; 523-7391*), and Desktop/Server Specialist *Greg Golembiski (LL 120; 523-7325)*

Associate Director *Jan Babbit (LL 122; 687-6913)* is responsible for the Law Library's budget, and supervises the work and services provided by the Collection Development, Technical Services, Access and/Faculty Services, and Research Services staff, including the personnel listed below.

- Collection Development /Acquisitions Librarian *Rebecca Mattson (LL 117; 523-7388)* selects library materials and databases and manages the faculty allowance program, in addition to her research, reference, and instructional services.
- Head of Access and Faculty Services *Amy Burchfield (LL 113; 687-6885)*, in addition to her role as a research and reference librarian with a specialty in international resources, manages the library's faculty services and circulation functions. She supervises the work of Circulation Supervisor *Jon Elias (LL 109;687-2483 or 687-2250)*, Evening/Weekend Supervisor *Tom Hurray (LL 119B; 523-7396 or 687-2250)*, and Library Assistant *Andres Garcia (LL 109;687-2250)*. This staff will facilitate your document delivery, circulation, OhioLink and ILL requests. Ms. Burchfield also supervises the Law Library's Research Assistants.
- The Electronic Services Librarian (*LL 114; 523-7364*) coordinates the development of library webpage and blog content, manages electronic resources, and assists in the development of faculty course pages, in addition to research, reference and instructional services.
- Instructional Services Librarian *Laura Ray (LL 118; 687-6880)* coordinates Law Library instructional services to students and faculty and manages the Law Library's participation in the Federal Depository Library Program. Please contact her if you would like to arrange research training for yourself, your research assistant, or your class.
- Digital Content Services and Reference Services Librarian *Sue Altmeyer (LL 116; 687-4894)* is responsible for developing,

managing, and organizing Law Library digital content as well as providing research, reference, and instructional services.

- Technical Services Librarian ***Beth Farrell (LL 214C; 523-7395)*** manages the Library's purchasing, receipt, cataloging, and materials processing functions. Beth supervises Library Associates ***Cassandra Baker (LL 214A; 523-7397)***, and ***Sean Kennedy (LL 214D; 523-7306)***, and ***Library Media Technical Assistant Lisa Smilnak (LL 214; 523-7394)***.

B. CURRENT AWARENESS SERVICES

1. *C/M/LAW Library Blog.* The *C/M/Law Library Blog* seeks to inform the law school community about key legal education, research, practice, and law library news, with a particular focus on Cuyahoga County and Ohio as well as faculty research interests. (CONTACT:Sue Altmeyer, ext. 4894).

2. *SmartCILP.* *SmartCILP* is a customized e-mail service for Current Index to Legal Periodicals, with direct links to articles in LexisNexis and Westlaw. Customizing your *SmartCILP* e-mail allows you to focus on only those areas of law that are of interest to you for your research and teaching. To sign up for *SmartCILP*, you will need an institution authorization code. (CONTACT: Amy Burchfield, ext. 6885).

3. *Publications Routing.* The Law Library provides a publications routing service to meet the current awareness needs of law faculty. Online newsletters such as Tax Notes Today or BNA's Daily Labor Report are available to law faculty through the PCs in their offices or through library staff. (CONTACT: Beth Farrell, ext. 7395; or Sean Kennedy, ext. 7306).

4. *Other Services.* Other Current Awareness services the Law Library can assist you with include:

- **RSS Feeds** - Obtain current content from the blogs (such as Law Professor Blogs), news articles and journals in a one stop organized RSS Reader.
- **Bloomberg Law, Westlaw, LexisNexis and Google Alerts** - Have new search results e-mailed to you. **CCH** current awareness services on many topics are purchased by the library for use by students and faculty.

- **BNA** current awareness services on many topics are purchased by the library for student and faculty use, including U.S. Law Week and Supreme Court Today. The library can also sign up your entire class to receive e-mails from a particular BNA current awareness newsletter.
- **SSRN Author Alerts**

5. Faculty Research Interests

You are invited to participate in our faculty research interests inventory if you wish to be informed of new developments and publications in your research interest areas. We assign a Research Librarian liaison to monitor your designated subject areas as well as work with you or your research assistant to develop a current awareness plan. (CONTACT: Rebecca Mattson, ext.7388).

C. RESEARCH SERVICES

1. Faculty Liaison Services. Upon request, we can designate a member of our Research/Instructional Team to assist you as your Law Library contact. This Faculty Liaison will provide current awareness services customized to your subject-specific areas of interest, serve as a referral contact for your students, assist you in developing research resources, work with your Research Assistant, and otherwise help you to take maximum advantage of our services. (CONTACT: Jan Babbit, ext. 6913).

2. Bloomberg Law, LexisNexis & Westlaw: Research Librarians can assist you with Bloomberg Law, LexisNexis or Westlaw searches, arrange training and refresher courses, and help resolve equipment problems. If you choose the Library Circ/Faculty Only printer option on Westlaw, or the Law Library faculty printer on LexisNexis, your print requests will be sent to printers located behind the Law Library Information Services Desk. Law Library staff will then deliver your prints to your C|M|LAW faculty mailbox. (Regarding Bloomberg Law, LexisNexis and Westlaw services, CONTACT: Jan Babbit, ext.6913; regarding delivery of prints by Access Services personnel, CONTACT: Jon Elias, ext. 2483).

D. INSTRUCTIONAL SUPPORT SERVICES

1. Course Reserve Materials and Course Reserve Webpages. Library staff will set up, maintain, and add items to Course Materials webpages for any classes you teach. Course Materials webpages are password-protected

resource pages for individual classes that remain available throughout the semester in which the course is taught. Electronic Course Reserve items will be linked from the page; print Course Reserve items can be represented by links to their Scholar records. You can also add items such as syllabi, assignments, readings, relevant web links, CALI lessons, PowerPoint presentations, podcasts, videos, and more to your Course Materials page. You may put print items from either the library's collection or your own on reserve at the Information Services desk. Print course reserve materials are taken off reserve at the end of the semester and returned either to the library shelves or the faculty member's mailbox. (CONTACT: [Jon Elias](#) ext. 2483 or [Amy Burchfield](#) ext. 6885). The Law Library complies with the Copyright Law. Please contact the library if you have any questions regarding the use of published materials in class.

2. *Research Lectures, Guides and Exercises.* Our Research Librarians can present research lectures for your class. We discuss general and subject-specific legal research strategies and resources, highlighting both print and electronic resources, effective and efficient use of Bloomberg Law, LexisNexis, Westlaw, and OhioLINK research databases, and searching the Web. We can tailor a course-specific research guide for you to use on your own course page or as a handout for your class. We can also work with you to develop research assignments. CONTACT: Jan Babbit, ext. 6913. To arrange a lecture by a Bloomberg, LexisNexis or Westlaw representative, contact the representative directly or contact Jan Babbit, ext. 6913.

3. *Educational Technology.* Reference Librarians can help you with PowerPoint, Prezi, Web 2.0 and other educational technologies. We also provide student group instructional sessions in the use of PowerPoint, Refworks, Zotero and other educational software. (CONTACT: Laura Ray, ext. 6880)

4. *Past Exams.* The College of Law's Administrative Office sends law exams to the Law Library at the end of each semester. With the faculty member's permission, we place these exams online, accessible only to C|M|LAW faculty, staff, and students. We also bind the exams and put them on reserve for 10 years for law student review. Older exams are shelved in the library's stacks. If you do not wish to have your exams placed on reserve, you must let the College of Law's Administrative Office know. (CONTACT:Jon Elias, ext. 2483).

5. *Course Evaluations.* The College of Law's Administrative Office sends course evaluations to the Law Library at the end of each semester. We bind

these evaluations and keep them on reserve for 5 years for law student review. Older evaluations are shelved in the library's stacks. (CONTACT: Jon Elias, ext. 2483).

6. *Recording Lectures.* We can offer assistance with in-house and CSU Instructional Media Services recording of course materials, as well as posting of media files to course pages. Options include podcast, screencast, vodcast (video), and MediaSite. (CONTACT: Greg Golembiski, ext. 7235).

7. *Training Labs.* Adjacent to the main Library PC Lab, we have two Training Labs to facilitate your class electronic instructional needs. Each Lab is equipped with 15 workstations and a data projector. Please note that Training Labs cannot be reserved during Reading and Exam Weeks. (CONTACT: Laura Ray, ext. 6880)

8. *Other* instructional support services include:

- **CALI:**
Obtain a CALI password. Offers (1) Interactive electronic lessons. Professors set up a Lessonlink to see students' results, (2) Lawdibles – 10-minute audio recordings, explaining difficult concepts, (3) Classcaster - podcasting and blogging platform, (4) ELangdell and Legal Education Commons - sites for sharing teaching materials, and more.
- **CSU Center for Teaching Excellence:**
Promotes and encourages "a culture of excellence in teaching and learning at Cleveland State University" by providing workshops, consultation services, classroom equipment, and specialized software and equipment (e.g., for scanning and digitizing). Also provides links to CSU's Center for eLearning, teaching tips, and copyright resources.

9. *AV Viewing Room:* The Law Library's AV viewing room may be used by your students to view class-related materials. Groups or individuals are welcome to use the room depending on availability. The room is equipped with DVD players and VCRs. (CONTACT: Amy Burchfield, ext. 6885).

XII. LAW SCHOOL OPERATIONS

A. Law School Functions. We encourage you to attend law school functions such as lectures, faculty luncheon seminars, receptions, and all other law school events.

B. Campus Net. Campus Net is the CSU online site where you can access information about yourself and your students. An easy way to access the site is from the law school home page: click on Campus Net located at the bottom of the page. Follow the instructions on Campus Net for how to log on. For information about students in your class, look under the Instructor tab. See Class Roster *supra* at VIII.C.1. for details.

Campus Net also contains your personal contact information that CSU uses to send you information (address, phone numbers, emergency contact numbers). You have the option to revise that information online once you have accessed your Campus Net account.

C. Security. You should always be alert to possible security problems. Keep your valuable belongings out of sight in the adjunct office. Use caution in walking around campus in the evenings, and try to do so in groups whenever possible. You can request an escort to walk you to your car by calling 687-2020.

D. Parking. Parking passes are for the semester or the year. The rates can be found at <http://www.csuohio.edu/services/parking/rates>. Daily parking hangtags (scratch-off tags) can also be purchased for \$9 per piece (or for \$6 for outlying lots). A batch of these hangtags can be purchased and then used when needed. All hangtags must now be purchased online through your CampusNet account, which can be accessed at <https://campusnet.csuohio.edu/index.jsp>. Your account will become active once your contract for the semester has been processed. Another option is to park in the three garages that charge by the hour or half-hour. These include the South Garage and Prospect garages (\$2 for the first hour: \$1 each hour thereafter) and Lot 22 under the Student Center (\$1 for 30 minutes). Another option is to park in a metered space on 18th Street or on Chester Ave. between 18th Street and 22nd Street. A final alternative is to park in a private parking lot in the neighborhood.

E. Use of Campus Facilities. As the holder of a CSU faculty identification card, adjuncts may take advantage of university services, including a guest pass for athletic facilities (687-4800 for more information), a 10% discount on merchandise at the CSU Bookstore (except textbooks, special orders, rings, computer software, periodicals and discounted items), and check cashing privileges at the Cashier's Office in Main Classroom.

F. CSU Wireless Network. While you are teaching at C|M|LAW, you will have access to the university's wireless network. We can provide assistance in configuring your laptop computer to work with this network if your laptop has a wireless card. To make an appointment to bring your laptop in, please contact the CSU IT Department at ext. 7555 or newticket@law.csuohio.edu.

APPENDIX 1A

Sample Syllabus: Conflict of Laws (Assistant Professor Brian Ray)

CONFLICT OF LAWS SYLLABUS I

Professor Brian Ray
L 632, sec. 1
MW 2:45-4:10
LB 66

Required course materials

Currie, Kay, Kramer, Roosevelt Conflict of Laws 7th ed. 2007)
Occasional supplements

My availability

My office is located on the first floor: Room 153. My phone number is: 687-2528 and my e-mail is: brian.ray@law.csuohio.edu. My office hours are MW 4:15-5:15. These hours are not exclusive. You should feel free to make an appointment at any time or just stop in whenever my light is on.

Course Overview

Conflict of laws deals principally with three questions: Which state's courts have jurisdiction over a dispute? Which state's laws apply to a dispute? Can judgments by the courts of one state be enforced in another state? These questions can arise between states of the United States, between federal and state courts and between foreign states

This course will focus on the development of choice-of-law rules in the United States and cover, to a lesser extent, other areas of conflict of laws, including jurisdiction and recognition/enforcement of judgments. We will deal with choice of law both in interstate and international settings and include some comparisons with European legal systems.

Class attendance and preparation

Attendance at and preparation for class are required. I understand that there are times when because of illness or personal matters you may be unable to attend class or you may not be prepared for class. To account for these times, each student can miss class or "pass" when called on four times over the course of each semester. If you miss class and/or "pass" more than four times, I reserve the right to lower your grade or withdraw you from the course. If you cannot prepare for class on a particular day, please e-mail me before class. I will not call on you, but that will count as one of the four absence/pass days.

Absences to observe religious holidays do not count as missed classes if you inform me in advance that you will be absent.

Grades

An 8-hour, open-book, take-home exam will constitute 80% of your final grade. Participation in class will make up the remaining 20% of your grade.

I may also distribute practice exercises at certain points in the semester. I will provide feedback on these exercises, but they will not be part of your grade

Assignments

The assignments listed here are somewhat tentative and may change depending on how quickly we move through the material for each day. To account for that, I have only listed specific assignments through February 15. I will distribute the second installment of the syllabus later in the semester.

- | | |
|---------------------|--|
| January 12-21: | The Traditional Model
<i>Jurisdiction Selecting Rules</i>
CB: 1-39 |
| February 2-4: | The Traditional Model
<i>Escape Devices — Characterization & Substance/Procedure</i>
CB: 39-61 |
| February 9-11: | The Traditional Model
<i>Escape Devices — Renvoi, Public Policy, Penal Laws & Tax</i>
CB: 61-84 |
| February 16: | Modern Approaches
<i>Statutory Solutions & Party Autonomy</i>
CB: 891-118 |
| February 18-23: | Modern Approaches
<i>Interest Analysis — Introduction & False Conflicts</i>
CB: 118-67 |
| <u>February 25:</u> | <u>Modern Approaches</u>
<i>Interest Analysis — Unprovided-For Case & True Conflicts</i>
CB: 167-204 |
| <u>March 9:</u> | <u>European Conflicts</u>
Guest Lecture by Professor Milena Sterio
Assignment TBA |

APPENDIX 1B

Sample Syllabus: Evidence (Adjunct Professor David Neel)

SYLLABUS

Spring 2009 Evidence — LB 207

David W. Neel, Esq., Lecturer

dwneel.law@gmail.com

216-522-0011

Tuesdays & Thursdays 7:30 - 9:10 p.m.

Course Materials:

The required book for this course is:

Waltz, Park & Friedman's *Evidence, Cases and Materials* (Foundation, 11th ed., 2008) ("WP")

The following book is recommended but not required:

Graham C. Lilly, *Principles of Evidence* - This book will give you sensible and fairly straightforward information about black letter rules of evidence and some useful information about the policies underlying those rules. (Other excellent hornbooks are available. Use the hornbook that suits you best.)

Office Hours:

Please call me directly at 216-522-0011 to schedule an appointment.

Course Goals:

When you complete this class, you should possess a fairly sophisticated understanding of the Rules of Evidence. More than any other course (in my humble opinion), the study of evidence law trains you to think more like a lawyer. If you study, participate, practice, interact with your peers and reflect throughout the term, then by the end of the course you will be thinking more like a lawyer. That, primarily, is the goal I set before you, in addition, of course, to learning the rules of evidence.

Class Attendance Policy:

Class attendance is mandatory; however, if you have another important commitment that a reasonable person would say should take precedence over this class, then you may miss a class. You do not have to advise me beforehand or tell me the reason. You are allowed four such absences. Passing when called upon counts as an absence. (See also following section.) If you miss more than four classes for any reason, I reserve the right to administratively withdraw you from the course or to impose lesser sanctions

including, but not limited to, lowering your final grade in this class, in my sole discretion.

Class Participation:

I expect you to be prepared for each class. Unsatisfactory preparation, as determined in my sole discretion, counts as an absence. Each of you will be called upon at least once to present an assigned case to the class and to discuss assigned problems from the casebook.

- Your case presentations should be no more than 5 minutes in length. A guideline for your presentation is as follows:
- Basic facts leading to litigation - E.g., In *Old Chief v. United States*, the defendant was arrested after a fight involving a gun. He had a prior conviction.
- Proceedings below — E.g., The government charged Old Chief with, among other things, a violation of 18 U.S.C. §922(g)(1), which makes it unlawful for anyone to Old Chief objected to admission of evidence that The government responded that The court ruled that On appeal, the U.S. Court of Appeals for the Ninth Circuit held that the district court did not abuse its discretion by The U.S. Supreme Court granted certiorari.
- Specific issue(s) before the court ruling on the case — E.g., At issue was evidence pertaining to one element required to prove a violation of 18 U.S.C. §922(g)(1)
- The court's ruling on each issue — E.g., The S. Ct. reversed the court of appeals' decision.
- The court's reasoning for its decision.
- Doctrine, black letter law or analysis that the case establishes, stands for or approves.

Grading:

A total of 200 points is possible in this class based upon the following distribution:

- 80% (160 possible points) of your grade is based on the final exam.
- 20% (40 possible points) is based on your class participation.

Assignments:

For every, assignment, read the applicable Federal Rule(s) of Evidence ("FRE") in Appendix A of WP and the corresponding Advisory Committee Note(s) in Appendix B.

Relevance

1. 1/13/2009 WP 1-70
2. 1/15 WP 72-107; FRE 401-03
- 1/20 No Class
3. 1/22 WP 384-418; FRE 403-06
4. 1/27 WP 418-38; FRE 403-06, 104(a)-(b)
5. 1/29 WP 439-63; FRE 412-15
6. 2/3 WP 463-84; FRE 407-11

The Hearsay Rule and Its Exceptions

7. 2/5 WP 100-03, 106-12; FRE 801(a)-(c). Skim FRE 803(3)
8. 2/10 WP 112-25; FRE 801(a)-(c)
9. 2/12 WP 125-32, 137-45; FRE 801(a)-(c), 602, 104(a); Questions 1-2, p. 145; FRE 804(b)(2), 104; Skim FRE 803(3) and 807
10. 2/17 WP 146-60; FRE 803(1), 803(2), 803(3), 805; Questions p. 159
11. 2/19 WP 160-72; FRE 801(d)(2), 805
12. 2/24 WP 173-88; FRE 801(d)(2), 104 (Note: The final sentence of the present FRE 801(d)(2) was added in 1997, after the *Bourjaily* decision)
13. 2/26 WP 188-201; 98-100, 202-10; FRE 804(a), 804(b)(1), 804(b)(3)
14. 3/3 WP 210-22; FRE 803(3), 105. Prepare the answer hypotheticals on pp. 221-22 before class
15. 3/5 WP 222-37; FRE 803(4). Questions, pp. 227-28
16. 3/10 WP 237-53; FRE 801(d)(1), 803(5)-(6), 611, 612
17. 3/12 WP 254-67; Questions, pp.260-61; FRE 106, 803(5)-(7), 805, 806
18. 3/17 Spring Recess —No class
19. 3/19 Spring Recess —No class

- 20. 3/24 WP 267-92; FRE 803(6)-(10); Hypothetical, p.289; Questions 1-3, 7, pp. 290-92
- 21. 3/26 WP 304-15, Questions 1-3, p. 315; FRE 804(b)(6), 807; WP 97-98, 315-20; 359-66; Handouts, Crawford case and state case(s)

Witnesses — Competency, Impeachment and Expert Witnesses

- 22. 3/31 WP 486-506; FRE 607, 611, 615; WP 506-19; FRE 608 Questions 1-5, pp. 515-16
- 23. 4/2 WP 519-41; Hypos, pp. 536-37; FRE 608-09, 806
- 24. 4/7 WP 541-65; FRE 608-609, 610, 613, 801(c) WP 566-71; Review pp. 62-70 (trial objections); preview 795-812;
- 25. 4/9 WP 795-827; FRE 701-06
- 26. 4/14 WP 827-61
- 27. 4/16 WP 862-86

Documents — Authentication and Best Evidence Rule

- 28. 4/21 WP 686-99; FRE 1001-1008 and 901-03
- 29. 4/23 Review for Final
- 30. 4/28 Review for Final
- 31. 4/29 Reading Period Begins
- 32. 5/3 Reading Period Ends
- 33. TBD Exam

APPENDIX 2

Upper Level Writing Requirement and Independent Legal Research Standards

The Upper Level Writing Requirement and Independent Legal Research (L860) Standards, as approved by the faculty in November 1997 and amended in May 1999 and supplemented in November 2006 are as follows:

A. Upper Level Writing Requirement

The purpose of the Upper Level Writing Requirement is to have each student undertake at least one rigorous writing experience prior to graduation, in addition to Legal Writing, Research and Advocacy (L504) and the third semester of legal writing. Although the focus of this requirement is writing skills, effective legal writing requires application of the broad spectrum of skills essential to effective lawyering generally. Thus, research, analysis, and organization are important components in the preparation of any quality product of legal writing. For this reason, the goal of the Upper Level Writing Requirement is to require each student to demonstrate his or her ability to apply each of these skills in producing one substantial, cohesive piece of legal writing prior to graduating from law school.

1. Students may satisfy this requirement by completion of any one of the following:
 - a. A seminar for which a paper is required;
 - b. A specially designated upper level course for which a paper is required or offered for writing credit; or
 - c. An appropriate two or three semester-hour Independent Legal Research (L860) project.
2. The Upper Level Writing Requirement is satisfied by the completion of a paper, brief, casenote, or other piece of legal writing that combines writing, research, analytical and organizational skills into one substantial written product under the direction of a faculty supervisor. As a general rule, “faculty supervisor” means full-time tenured or tenure-track faculty member, full-time legal writing professor, or full-time clinical professor.
3. If the written product consists of an Independent Legal Research (L860) project, it must satisfy the page requirements for L860, as listed in Section B below. What constitutes a “substantial” written product in other courses shall be left to the discretion of the instructor, subject to review by the Curriculum Committee at the time the course is submitted for approval, as stipulated in paragraph 5.
4. To complete the Upper Level Writing Requirement, it is assumed that the student will undertake exhaustive library or other approved investigation under the supervision of a faculty member. In order to insure a meaningful one-on-one

consultation and critique between the student and instructor, it is strongly urged that the instructor:

- a. Require the student to meet regularly with the faculty sponsor during the course of the project;
 - b. Require the student doing an Independent Legal Research (L860) project to obtain the faculty sponsor's written approval of a proposal prior to signing up for credit;
 - c. Require the student to submit and discuss an outline of the writing project prior to commencing the first draft;
 - d. Provide written comments concerning submitted drafts and discuss those comments in a meeting with the student;
 - e. Require the student to submit a detailed research path of one or two pages with the rough draft, indicating the full extent of the student's research and sources used and showing unproductive investigation as well as that which produces materials bearing on the problem;
 - f. Require the student to familiarize himself or herself with the concept of plagiarism;
 - g. Make clear to the student that the Upper Level Writing Requirement is unrelated to, and independent of, any non-curricular requirements, such as those needed for acceptance of the paper by a student journal.
5. Any instructor wishing to designate a course as satisfying the Upper Level Writing Requirement must first obtain authorization from the Curriculum Committee.
 6. Faculty have discretion, while awarding a passing grade to a student enrolled in a course or in Independent Legal Research (L860), to determine that nonetheless the student has not satisfied the Upper Level Writing Requirement. Students should be advised of this faculty option.
 7. Copies of papers submitted in satisfaction of the Upper Level Writing Requirement shall be retained by the administration in the same manner as final examinations.

B. Independent Legal Research (L860) Standards

1. The minimum number of credit hours of Independent Legal Research (L860) that will satisfy the Upper Level Writing Requirement is two credit hours.
2. The text page minimum for Independent Legal Research (L860) projects completed to satisfy the Upper Level Writing Requirement should ordinarily be 12 to 15 double-spaced pages, exclusive of footnotes or endnotes, per credit hour, but in no case less than 10 pages, exclusive of footnotes or endnotes, per credit hour. Faculty may, in their discretion, define a "page" in terms of font size, margins, approximate number of words, etc.

3. Independent Legal Research (L860) may also be taken for one hour of credit, usually requiring a minimum of 12 to 15 double-spaced pages, exclusive of footnotes or endnotes, as described above, but such projects will not satisfy the Upper Level Writing Requirement.
4. A maximum of three semester hours of Independent Legal Research (L860) credit may be elected to count toward the J.D. or LL.M. degree.
5. No faculty member may sponsor more than six (6) students per academic year, exclusive of the summer term, in Independent Legal Research (L860) without the approval of the Dean or his or her designate.

C. Supplementary Guidelines Regarding Law Review and Journal Notes

In November 2006 the faculty adopted additional guidelines for faculty supervision of Law Review and Journal Notes:

- 1) supervisory faculty of notes for L860 credit should attempt to coordinate their schedule of topic, outline, bibliography and draft submissions with that of the journal for which the note is being written;
- 2) the law review and the journal should make available to every faculty member each fall a written schedule detailing the stages in which the writing of the note becomes due;
- 3) each faculty member is requested to be available to supervise up to three notes for L860 credit;
- 4) a summary of each faculty member's research interests should be made available to the law review and journals staffs each year.

D. 3-Credit-Hour ULWR Seminars with Reduced Class Time

Faculty members may teach a seminar or upper level course (in which students write a paper to satisfy the ULWR) worth three credit hours but in the time block of a two-credit-hour course. This is allowed under the ABA Standards and Interpretations that permit "regularly scheduled class sessions" to include "in a seminar or other upper-level course other than an independent research course, the minutes allocated for preparation of a substantial paper or project if the time and effort required and anticipated educational benefit are commensurate with the credit awarded." ABA Interpretation 304-3(d). In light of the ABA Standard and Interpretation, faculty have the option, in a seminar or upper level course other than L860 (Independent Legal Research) in which students write a paper to satisfy the ULWR, of holding class meetings for the hours required for a two-credit-hour course while offering the course for three credit hours. This recognizes the substantial amount of time and effort that students and faculty are expected to spend on papers that satisfy the upper level writing requirement. Faculty may also offer the option to students of taking the seminar or upper level course for two credit hours if a student

elects not to write a paper to satisfy the ULWR or for three credit hours if a student elects to write a paper to satisfy the ULWR. This policy is also available online on the Faculty Resources page.

APPENDIX 3

CSU Poll Worker Excused Absence Policy

In order to foster student engagement and participation in the civic sphere, Cleveland State University has encouraged students to serve as poll workers and in polling support positions for the last several national and statewide elections. In Spring 2008 the Faculty Senate of Cleveland State University adopted a policy pertaining to student absences arising because of such service in these elections.

- I.** CSU faculty members are required to
 - a.** excuse all students from class attendance and from any assignments, quizzes, and other coursework otherwise due during the period beginning at 6:00 p.m. on the evening before any statewide election and ending at 12:00 midnight on election day who **(i)** serve in any of the official poll worker and polling support positions, including the Center for Election Integrity official observer or monitor positions (which can include, for example, polling place translators and technical support workers with respect to the voting machines)¹, and **(ii)** satisfy their notification obligations described in paragraph II, below; and
 - b.** allow such students to make up any assignments, quizzes, and other coursework otherwise due during this period, as described in paragraph II, below.
- II.** Any CSU student who desires to exercise the excused poll worker service option must
 - a.** have officially applied and been selected to serve;
 - b.** be scheduled for training that will be completed at least two days prior to the election;
 - c.** inform the faculty members whose classes are affected in writing (electronically or in whatever manner the particular faculty member requests) no later than the second Friday before the election;
 - d.** arrange with each affected faculty member to make up any coursework or quizzes that were missed due to the absence; and
 - e.** provide official documentation to each affected faculty member at a later appropriate point that confirms the student's service as a poll worker or in a polling support position.

At all times, the responsibility for making up coursework rests with the student.

¹ Then Dean Mearns decided, in Fall 2008, based on available C.S.U. policies and information received from the C.S.U. administration, that this policy applies to students who work as B.O.E. poll workers and to those who volunteer as election observers or monitors for a bona fide organization such as the Democratic or Republican Party, or the Lawyers Committee for Civil Rights Under the Law.

APPENDIX 4

EXAM PROCEDURES MEMORANDUM²

TO: Faculty

FROM: Mark J. Sundahl, Associate Dean for Academic Affairs
Jean Lifter, Assistant Dean for Academic Affairs
Marcie Rechner, Records Officer

RE: Exam Procedures

DATE: April 20, 2011

ADMINISTRATION OF EXAMINATIONS

Each faculty member will proctor an in-class exam of a colleague at the same time as their in-class exam is being proctored by another faculty member. For this system to work smoothly, it is extremely important that exams be administered in accordance with the following procedures. **Note:** If you will not be in the building while your exam is being proctored you must be available by telephone in the event that any questions regarding your exam arise. In advance of your exam, please give Jean Lifter the telephone number at which you may be reached.

A. Submitting Exams and Exam Instructions

If you need help typing your exam, please allow at least five working days for typing and duplication, which will be taken care of by the word processing department through Laverne Carter, Office Manager.

On the first page of the exam, please put the course name, number, and section, instructor name and semester and leave a blank for the student exam number—all of this will facilitate collecting exams at the end of the exam (see Proctoring Responsibilities below). Please number the pages of your exam so that it will be certain each student has all of the pages of the exam.

You must complete the Exam Instruction Form for each of your exams. Please make sure that your instructions are complete. This is the document on which the proctor will rely when proctoring your exam. If your exam is administered in parts, please explain exactly how the exam is to be administered. If your exam has Multiple Choice Questions, you must specify whether students will use the Blue (up to 5 choices for the answers) or Green (up to 10 choices) scantron sheets. Also, please indicate whether copies of your

² Amended in accordance with memorandum presented to faculty in November 10, 2011 faculty meeting.

exam should be given to the library (after the exam period) for inclusion in the Past Exams online (explained in the Faculty Manual). If we have any questions about your instructions, we will contact you before your exam.

So that we can be sure that we have all exams and complete instructions for the proctor before the start of the exam, we will need to have copies of your exam with instructions for the proctor at least **24 hours** before the scheduled beginning time of the exam. This means that you cannot bring the exam in with you on the day of the exam. You must have the exam and instruction form copied in time for it to be delivered to Jean Lifter 24 hours before the scheduled start time of the exam. So, for example, if your exam is scheduled for Monday at 9 a.m. Jean Lifter must have the exam by Friday at 9 a.m. (As you can tell, we are not counting weekends in the time frame.) You will need to give the exam to Laverne Carter sufficiently prior to that for her to have the exam copied. The exams are copied and secured so that no students have access to them prior to the exam.

B. Proctoring Schedule

Proctoring assignments and exam rooms are noted on the exam schedule. Please keep a copy of the exam schedule with you when you proctor in case you need to ask the professor whose exam you are proctoring a question about the exam. Every exam will be given in one room—those handwriting and those taking on computer will take the exam in the same room. We will not provide a separate room for hand writers—we have not needed one in the past. If it becomes apparent to you that a student needs a separate room to hand write the exam, please send the student to Jean Lifter’s office during the day and to the Student Services reception desk in the evening. We will have a space for students to take the exam.

C. Electronic Devices and Other Personal Effects

Students are not permitted to bring any electronic devices other than their personal computer to an exam (e.g., cell phones, Personal Digital Devices (PDAs), mp3 players, cameras, or digital or tape recorders). Students may not keep book bags, purses, or briefcases at their table during the exam. If a student brings a bag, purse or briefcase to the exam, they must be left at the front of the exam room and may not be accessed during the exam. If a student has an emergency that requires the student to make or receive a call during an exam, the student should inform Dean Lifter and arrange to have the call made or received from the Student Services Center. Neither the law school nor the proctor shall be responsible for items left in the front of the room.

D. Proctoring Responsibilities

1. On the day of the exam, please pick up the exams, exam instructions, and class roster from Jean Lifter’s office.
2. Please bring blue books/blank paper (and scantron sheets and pencils if required) to the exam. The blue books/blank paper will be for all students—blue books for students who are handwriting the exam and blank paper for outlining

for computer exams. Bluebooks, blank paper, and scantron sheets are available in the Copy Room. Pencils may be obtained from the Records Office.

3. Please plan to stay in the exam room for the entire exam.
4. Remind the students that electronic devices (as described above in Section C) are not permitted in the exam room. Tell the students that if they have any bags, purses, or briefcases, they must place the items in their locker or place them in the front of the room before taking the exam.
5. Before the exam begins, please ask that students not sit next to each other, but at least one seat apart if possible. Also, please make sure that students have turned off their cell phones.
6. Please make sure that each student initials the class roster and indicates on it whether s/he is handwriting or taking the exam on computer. Please do this before the exam begins or when students are turning in their exams at the end, but **not** during the exam itself. Please assure the students that this form will not be submitted to the course instructor but is for administrative use only to make sure that all exams are properly submitted.
7. At the beginning of the exam session, once you have distributed the exam please:
 - a. ask students to make sure that they have all the pages of the exam – if there is a problem with the copies, please immediately see Dean Lifter or the staff person at the Student Services Center reception desk;
 - b. ask students to put their exam numbers on the front of the exam questions;
 - c. ask any student writing the exam to write their exam number and the name of the class on their bluebooks;
 - d. if scantron sheets are being used, ask the students (i) to write their exam number on the sheet and bubble in the appropriate numbers and (ii) to write the name of their professor in the NAME box on the sheet – they should *not* fill in the bubbles for the professor's name.
 - e. inform the students that during the last five minutes of class students must remain in their seats and may not leave even if they have finished the exam (although they are free to leave prior to the five-minute warning);
 - f. instruct students to turn in their exam materials by (i) tucking all materials inside the exam materials “jacket” and (ii) placing the materials in a single pile as they leave;

- g. inform the students that the exam will be timed according to the classroom clock; and
 - h. write the time that the exam will end on the blackboard or whiteboard.
8. If a student has a question about the exam that requires information from the course professor, you, and not the student, may find the professor and ask for clarification. The student may not leave the exam room for this purpose.
9. Students who leave the exam room to use the restroom must leave all exam materials and their cell phones in the exam room.
10. If a student has computer problems during the exam, please make note of any significant period during which s/he was unable to work on the exam and extend, for that student, the time allowed on the exam. After a maximum of 20 minutes, a student with computer problems should be advised to switch to answering in a blue book and will be allowed to continue working on the exam for no more than the time lost, up to 20 minutes, after the regular exam ends. Tech staff can be reached during exams by dialing 216/523-7555 or x7555 from a University phone line; if not assisting students in another exam room, they will be in the law library – LL 112 (Eric or Dan); LL 114 (Greg); or LL 115 (Rick).
11. Five minutes before the end of the exam, announce to the students that five minutes remain and that they are to stay in their seats until the end of the exam.
12. At the end of the exam, announce that time is up and instruct all students to stop working on the exam. Except as indicated in paragraph 9, above, do not extend the time for any student.
13. At the end of the exam, have the students turn in their exam materials one at a time. For large classes, call students to line up and hand in their materials row by row in order to ensure an orderly process. When the students hand you their exam materials, make sure that:
- a. each student turns in the exam questions (with their exam numbers on them);
 - b. if students have filled out a scantron sheet, they put the name of their professor in the NAME boxes on the sheet (they should not fill in the bubbles on this section of the sheet);
 - c. each student's exam materials are tucked into his/her exam "jacket"; and
 - d. this package of materials is placed on a single pile (which pile will then be delivered to Dean Lifter or the Student Services Center per

paragraph 13 below).

14. For daytime exams, please return the exam materials to Dean Lifter's office. For evening exams, please return the exam materials to the staff person at the Student Services Center reception desk. Please return the exams promptly after the end of the exam.

E. Picking Up Your Exams

Once any computer exams have been printed, the Records Office will confirm that all exams are accounted for by comparing the exam numbers for all students on your roster with the blue book and/or printed exams. The Records Office will take into account exams yet to be taken due to rescheduling or exams taken under accommodations. Thereafter you will be notified that your exams are ready for pick up and grading. We anticipate that your exams will be available the day after you give the exam—allowing time for the exams to be printed and cross-checked. (Rescheduled and/or accommodated exams may, of course, come thereafter.)

APPENDIX 5

EXAM INSTRUCTION FORM

EXAM INSTRUCTIONS

YOU MUST SUBMIT THIS FORM, WITH YOUR EXAM, AT LEAST 24 HOURS BEFORE THE TIME SCHEDULED FOR YOUR EXAM TO JEAN LIFTER

COURSE NAME _____ SEMESTER & YEAR _____

No. & Sec. _____ ROOM _____

DATE & TIME OF EXAM _____ INSTRUCTOR _____

TIME ALLOWED FOR EXAM (INCLUDING ANY OPTIONAL EXTRA TIME YOU ALLOW STUDENTS)

MATERIALS STUDENTS MAY HAVE DURING THE EXAM

CLOSED BOOK _____

OPEN BOOK-- SPECIFY BOOKS OR MATERIAL ALLOWED

SPECIAL INSTRUCTIONS FOR ADMINISTERING YOUR EXAM

(E.G., DO YOU REQUIRE STUDENTS TO SPEND A CERTAIN AMOUNT OF TIME READING THE EXAM AND OUTLINING BEFORE THEY MAY BEGIN WRITING OR DO YOU REQUIRE THAT THEY ANSWER AS CERTAIN PART OF THE EXAM, TURN IT IN AND THEN ANSWER ANOTHER PART OF THE EXAM?) IF YOU GIVE MULTIPLE CHOICE QUESTIONS, SPECIFY WHETHER STUDENTS WILL USE BLUE (UP TO 5 CHOICES FOR THE ANSWERS) OR GREEN (UP TO 10 CHOICES FOR THE ANSWERS) SCANTRON SHEET.

LIBRARY REVIEW COPIES:

PLEASE WITHHOLD TWO COPIES OF THIS EXAM FOR LIBRARY FILING PURPOSES. ___ Yes ___ No

I GRANT PERMISSION FOR MY EXAM(S) TO BE PLACED ON THE LAW SCHOOL WEB SITE. ACCESS TO THE EXAMS WILL ONLY BE GIVEN TO THE FACULTY, STAFF AND LAW STUDENTS OF CLEVELAND-MARSHALL LAW SCHOOL. ___ Yes ___ No

FACULTY SIGNATURE _____

APPENDIX 6
TAKE-HOME EXAM FORM

TAKE-HOME EXAMS

Date _____

Professor _____

Course _____

- 1) When may students begin to pick up exams?

- 2) Do you prefer the sign-in/sign-out sheet by *name* or *exam number*?

- 3) How much time do students have to complete the exam?

- 4) Deadline to submit all exams:

- 5) Are students allowed to keep their copy of the actual exam, or do they have to return it with their completed examination?

- 6) Please explain any additional requirements:

- 7) Contact number for professor: _____

Please note: Instructor will be notified when exams are ready to be picked up.

APPENDIX 7

GRADE DISTRIBUTION FORM

College of Law – ADVISORY GRADE DISTRIBUTION FORM

COURSE NUMBER _____ SECTION NUMBER _____ COURSE TITLE _____ COURSE INSTRUCTOR _____ SEMESTER & YEAR _____

INSTRUCTIONS: Complete this summary for each course, whether subject to the guidelines or exempt. Do not include “W” or “T” grades in the totals or percentage calculations, but indicate the number of each in the spaces provided. Make no entries in the final column on the right under the heading “Verified.” Submit this summary form together with your final grade lists. No grades will be submitted to the University Registrar for official recording until this summary has been completed and verified.

GRADE	REQUIRED CORE CURRICULUM GUIDELINES FOR CONTRACTS, CIVIL PROCEDURE, CRIMINAL LAW, PROPERTY, TORTS & LEGISLATION AND THE REG. STATE		GENERAL GRADING GUIDELINES FOR OTHER LAW COURSES		ACTUAL		
	STANDARD %	RANGE PERMITTED %	STANDARD %	RANGE PERMITTED %	No.	%	VERIFIED
<u>A</u>	10	8 – 12	14	11 – 17			
A-	10	8 – 12	12	9 – 15			
B+	11	9 – 13	18	15 – 21			
B	16	14 – 18	19	16 – 22			
B-	10	8 – 12	11	8 – 14			
C+	13	11 – 15	11	8 – 14			
C	12	10 – 14	9	6 – 12			
C-	5	3 – 7	2	0 – 6			
D+	5	2 – 10	2	0 – 7			
D	5	2 – 8	2	0 – 7			
F	3	0 – 6	0	0 – 5			
Totals	100		100				

Number of “W” (WITHDRAW) grades submitted _____
 Number of “T” (INCOMPLETE) grades submitted _____
 Number of “P” (PASS) grades submitted _____

SIGNATURE OF INSTRUCTOR _____

APPROVED FOR REGISTRAR SUBMISSION _____

DATE _____

DATE _____

APPENDIX 8

QUIZ/PAPER/EXAM VIEWING FORM

QUIZ / PAPER / EXAM VIEWING

Date _____

Professor _____

Course _____

- 1) Student will identify by: Name _____ *-or-* Exam Number _____
- 2) How long will materials be available to students? _____
- 3) Students must review materials in the Student Services Center? Yes ___ / No ___

- or -

Students may keep materials? Yes ___ / No ___

- or -

Students may check out materials under these conditions:

- 4) Please explain any additional requirements:

Please note: Materials will be returned to instructor at the end of requested viewing period or at the beginning of the next semester.